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## 2. Snow Emergency Plan

[ ] advised PPS/TR on 16 December 1960 that he was preparing a DD/S memorandum to Office and Staff Heads setting forth DD/S' wishes with regard to staffing of offices during snow emergencies. The requirements upon OTR are less stringent than the others, due to our training mission. OTR will be expected, however, to man the office of the DTR during regular working hours, and to retain its normal, weekend on-call duty officer arrangement. "It is expected that the office heads will wish to be on duty themselves; however, their deputies or other, appropriate designee may serve as emergency duty officers." Although regular working hours are specified, the duty officer may be excused if he obtains permission from the O/DD/S. (It is doubtful that this would be granted earlier than 1600 hours.)

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## 3. CSC Mid-Management Course

C/PPS informed [ ] on 16 December of OTR's recommendation against CIA participation in the Civil Service Commission's Mid-Management Course. (Registrar, OTR, should handle this through his channels to DD/S and [ ])

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## 4. IOE Course

C/PPS has suggested to C/LAS/TR that the latter propose--with DTR's approval--a scheduling of the regular Introduction to Overseas Effectiveness (IOE) Course, beginning shortly after the next Clandestine Services Review and tying in also with the next Covert Action Operations Course.

[ ] agreed, and suggested that we propose two offerings, one in February-March, the other in May-June. Tying the IOE in with the CSR will give us a test of the mid-career idea; further, the CSR will serve nicely as an introduction to the IOE for those who take both and who are scheduled for overseas assignments. NOTE: FE Division is pressing for dates; they have (by name) several Support officers whom they wish to schedule now for courses in 1961.

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## 5. Agency Military Reserve Training

C/PPS met with the Military Reserve Advisory Committee on 19 December 1960 to go over a list of questions raised by the Director of Personnel relative to the reserve training program. These questions were stimulated in part by

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the recommendation on military reserve training contained in the recent IG survey of training. The committee reached agreement on all 13 questions, and its recommendations will be recorded and reported to the DD/S by MMPD and O/Personnel. C/PPS will summarize these in a separate memorandum for DTR. DDTR already has been briefed orally.

#### 6. OTR Education Committee

The OTR Education Committee met on 15 December, with all members present, including invited guests (DTR, DDTR, and representatives from TSD training, Commo training, and clerical training). [ ] gave a very fine briefing on the status of teaching machines and their possible application to Agency programs.

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#### 7. Educational Specialist

On 19 December [ ] was taken to [ ] where he briefed [ ] who is being trained for work in his country. The subject of the briefing was visual aids, common media used in their production, and principles involved in their instructional use.

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The Training Aids Workshop for the Area instructors scheduled for the afternoon of 19 December was canceled because [ ] wife having a baby. [ ] rescheduled this Workshop for the afternoon of 24 January.

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[ ] was invited by the American Society of Training Directors to participate in the 17th Annual Conference in Philadelphia on 2, 3, and 4 May 1961. The invitation was specifically directed to conduct a session on the subject of visual aids. The letter of invitation has been forwarded to DTR for his review.

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#### 8. Personnel Notes

a. As previously reported, all members of PPS are taking short stretches of annual leave at various times during the period 19 - 30 December 1960.

b. All ST-designees of PPS have been instructed to review their respective career plans. In this connection, with encouragement from DDTR and guidance from PO/TR, we are developing a plan to reclassify [ ] position at the grade GS-9 level and to train her for increased responsibilities.

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c. It is understood that [ ] is a "permanent" member of OTR as an Educational Specialist. We are aware of the administrative

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arrangement involved, but if the Director of Personnel and DD/S accept the recommendations of the Military Reserve Advisory Committee, MMPD will need the new reserve training position and the proposed incumbent (an ST-designee) should be acceptable and find it to his liking.

d. [redacted] continues to provide full-time secretarial support to PC/TR, although she will substitute for [redacted] in PPS from 21 - 23 December 1960. We look forward to [redacted] return to PPS in the near future. If she does not, PPS will have to ask for new secretarial assistance.

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*With our best wishes for a  
Merry Christmas!*

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